

दूरभाष/Telephone-2223251

2225766, 2224812



फैक्स / Fax - 0612-2221056

तार / Tele-Gram: ACCOUNTS

महालेखाकार (ले० एवं ह०) का कार्यालय, बिहार, पटना
OFFICE OF THE ACCOUNTANT GENERAL (A&E), BIHAR, PATNA

No. GD/Printing & Binding (2023-24)/ 11
Date: 19/04/2023

A tender is invited on GeM Portal regarding Paper based printing service vide Bid No. GEM/2023/B/3364749 dated 18/04/2023, Additional Term & Conditions and scope of work is attached herewith. All curious bidder are requested to submit their bid on GeM with complete documents and duly filled all annexures.

Bid Start Date	:	18-04-2023
Pre Bid Date & time	:	24-04-2023 15:00 hrs (In office premises) [DAB (A), Chamber]
Bid End Date:		28-04-2023 (17:00 Hrs)
Bid opening Date:		28-04-2023

B. Mishra
19/04/23
Sr. Accounts Officer
Bihar, Patna

75
आज़ादी का
अमृत महोत्सव



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2023/B/3364749
Dated/दिनांक : 18-04-2023

Bid Document/ बिड दस्तवेज

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	28-04-2023 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	28-04-2023 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/संघ/राज्य का नाम	Comptroller And Auditor General (cag) Of India
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Accountant General, Bihar
Office Name/कार्यालय का नाम	Accountant General (a&e), Patna
Item Category/मद कैटेगरी	Paper-based Printing Services - Printing with Material; As per Scope of work; As per requirements and scope of work
Contract Period/अनुबंध अवधि	10 Month(s) 5 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	40 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समन सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/ वर्षों के अनुभव के लिए स्टार्टअप को छूट प्राप्त है and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मंगे गए दस्तवेज	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

Bid Details/बिड विवरण	
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यंकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	1022086
Evaluation Method/मूल्यंकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Advisory Bank/सहायक बैंक	State Bank of India
ePBG Percentage(%)/ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	2

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable. ईएमडी और प्रदर्शन गारंटी सुरक्षा, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

SENIOR ACCOUNTS OFFICER
Office of the Accountant General (A&E), Bihar, Patna, Beer Chand Patel Path-S00 001
(Pao Audit, Office Of The Accountant General Bihar Patna)

Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद प्राथमिकता

MSE Purchase Preference/एमएसई खरीद प्राथमिकता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid data sheet (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last three years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Sample image of desired product:[1681815478.pdf](#)

Additional customization details:[1681815486.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
24-04-2023 15:00:00	DAG(Administration)Chamber, Office of the Accountant General (A&E), Bihar, Patna

Paper-based Printing Services - Printing With Material; As Per Scope Of Work; As Per Requirements And Scope Of Work (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Type of Printing	Printing with Material
Category of Printing	As per Scope of work
Mode of Printing	As per requirements and scope of work
Single/ Double Sided	As per requirements and scope of work
Colour of Printing	As per requirements and scope of work
Printing Content	As per requirements and scope of work
Paper Material	As per requirements and scope of work
Standards of Paper	As per requirements and scope of work
Size of the Paper (in cm)	As per requirements and scope of work
Thickness of Paper in GSM	As per requirements and scope of work
Inserts	As per requirements and scope of work
Lease/ Agreement/ Rent receipts (in case of rented space) to be uploaded(documentary proofs to be submitted by SP)	YES
Number of languages of printing	As per requirements and scope of work
Language	As per requirements
Addon(s)/एडऑन	
Cover Page	NA
Binding	Soft
Packaging Required	Brown paper+ Plastic sheet+ Carton
Embossing	Yes
Additional Support	Designing Support , Formatting Support & Logistics Support (Delivery of Order to the Consignee)
Finishing	Plain (without Lamination)
Scanning	Yes
Security Features	Anti Copy feature

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/प्रेषित्ती/रिपोर्टिंग अधिकरी	Address/पत्ता	Number of Copies	Additional Requirement/अतिरिक्त आवश्यकता
1	Pankaj Kumar	800001,Office of the Accountant General (A&E), Mahalekakar Bhavan, Bir Chand Patel Path,	1	<ul style="list-style-type: none"> • Cover Page : 1 • Binding : 1 • Packaging Required : 1 • Embossing : 1 • Additional Support : 1 • Finishing : 1 • Scanning : 1 • Security Features : 1 • Number of pages per Item : 1

Buyer Added Bid Specific Terms and Conditions/क्रिन्दा द्दर जोड़ी गई विड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.

5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / Institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the General Terms and Conditions/सामान्य नियम और शर्तें, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

SCOPE OF WORK & GENERAL TERM & CONDITIONS FOR TENDERERS

1. This office requires the services of reputed, well established and financially sound Companies/Firms/ Agency for Printing and supply of pre printed forms and other local forms .
2. This office requires the services of reputed Agency to provide contract for one year. The period of the contract may be further extended or may be curtailed, terminated.
3. The tender will be uploaded on GeM Portal. The tender should be quoted in two bids (Technical bid & Financial bid.). The estimated tender value for the said purpose is **Rs.10,22,086/-** (Ten lakh twenty two thousand eighty six only) **inclusive GST** approximately.

Scope of Supplies:

1. The various descriptions items of Printing of forms and registers & Binding to be covered under this work is enclosed with **Annexure-'A'**.
2. All rates quoted by the bidder will be inclusive of all taxes, standard packing, freight, transit, insurance, loading & unloading charges including cess etc.
3. The material shall be packed by the seller as per standard procedure for safe transportation to site or Store.

Special / Adcl.

ADDITIONAL TERMS & CONDITIONS OF THE TENDER

1. The following documents for technical bid are required from bidder:

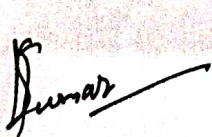
- (i) Copy of last three years' of the annual turnover which is 400% (as per requirements by GeM Portal) of estimated value of contract. (Exemption given incase of MSME/Start up) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
- (ii) Copy of GST registration letter/ Certificate.
- (iii) Service Provider has minimum possess three (03) years of past experience for this purpose at Central/ State Govt.offices./autonomous body /State Central PSUs or Service Provider has past experience of Similar Services required. (Exemption given in case of MSME/Start up) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
- (iv) The vendor should not have been blacklisted by the Department/ Ministries of Central/ State Govt.,autonomous body under state/ Central Govt., State/ Central PSUs (valid proof of document/ declaration to be attached).
- (v) Copy of PAN in respect of the firm/ individual as the case may be ;
- (vi) Copy of registration certificate of agency/firm/company for said purpose.
- (vii) The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt, bidder to upload under taking to this effect with bid.(Certificate to be submitted)
- (viii) The printing entity must be Patna based with all structural set up in Patna only.(Documentary evidence to be submitted.)

[Handwritten signature]

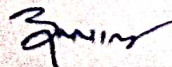
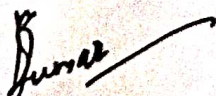
[Handwritten signature]

- (ix) As Per Deptt. Of Expenditure Letter No.F-9/4/2020-PPD, Govt. of India, dated: 12-Nov-2020 instead of Bid Security/EMD the bidder are required to submit a Declaration regarding the Same, Which is attached with this Scope of Work.
- (x) Acceptance on letter head by authorized bidder regarding technical specification mentioned in bid.
- (xi) Duly signed all pages of "SCOPE OF WORK & ADDITIONAL TERM & CONDITIONS FOR TENDERERS" of the Bid document as mark of acceptance.
- (xii) Performance Security: The successful bidder shall deposit three(03) percent of the estimated Contract Value as Performance Guarantee in the form of FDR or Bank Guarantee from any of the Commercial Bank of Bihar, Patna, within 14 days of award of the contract in favour of PAO(Audit), Office of the Accountant General (A&E),Bihar, Patna. Performance Security will be valid up to 60 days after the date of completion of all contractual obligations by the contractor, including warranty obligations & the 'Defect Liability Obligations'. The payment will be released only after submission of Performance Guarantee.(Annexure-B)


2. The contractor shall guarantee that the forms printed/supplied to the purchaser under this contract shall be of the best quality and workmanship and new in all respects and shall be strictly in accordance with the specification/sample approved and particulars contained/mentioned in the Tender document. The purchaser may inspect the said forms and if during the period of contract, the said forms be discovered not to conform to the description and quality aforesaid or not giving satisfactory performance or have deteriorated. The purchaser shall be entitled to call upon the bidder to rectify the forms or such portion thereof as is found to be defective by the purchaser within a reasonable period or such specified period as may be allowed by the purchaser in his discretion on/an application made thereof by the bidder and in such an event, the above mentioned warranty period shall apply to the forms rectified from the date of rectification thereof. In case of failure of the bidder to rectify or replace the goods etc. Within specified time, the purchaser shall be entitled to recover the cost with all expenses from the contractor for such defective stores. The decision of the purchaser in that behalf shall be final and binding on the contractor.
3. If the products are rejected by the purchaser at the destination the purchaser shall be at liberty to :-
 - (a) Require the supplier to replace the rejected products forthwith but in any event not later than a period of 07 days from the date of rejection and the supplier shall bear all cost of such replacement including freight, if any. On such replacement and replaced products and shall not be entitled to any extra payment on that or any other account or
 - (b) Cancel the supply order at the risk and cost of the supplier.
 - (c) 100% payment will be made after satisfactory and timely supply of the printing items which is required to be inspected & accepted by local committee of this office and after producing bills in duplicate to this office.
4. The Purchaser expects to have delivery of all items as per supply of order within **10 days** from placing of supply order.
5. The said work is of time bound nature, the entire printing & binding of forms etc shall be completed within the stipulated time. For Sundays/Holidays services may also need to be provided on demand, without any additional/extra financial implications.





6. Under no circumstances shall the successful Companies/Agencies appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice, by the authority that has approved the award of contract.
7. The selected Companies/Agencies shall also provided functional Mobile and Land Line numbers or its personnel for urgent work regarding above mentioned work.
8. While submitting the Bid, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the bid shall be rejected.
9. If any bidder stipulates any condition of his own, such conditional Bid shall be liable to be rejected.
10. Agencies/Contractor should follow all the statutory obligations under various laws from time to time and no additional payment will be made in this regard.
11. Bidder's offer is liable to be rejected if they don't upload any of the certificates/documents sought in the Bid document, ATC and Corrigendum if any.
12. TDS will be deducted as per Govt. of India norms.
13. No extra payment/compensation whatsoever on account of natural calamity/accident or otherwise will be made to the firm except the offered rates permitted under the contract.
14. No cash payment will be paid in any case & Payment would be made strictly on availability of funds.
15. The Agreement shall be come to an end either on completion of the Contract Period or shall be terminated for Breach of contractual obligations.
16. Penalties: As per mentioned in Service Level Agreement And Packages.
17. Any liability arising out of any litigation due to any act of contractor staff shall be directly borne by the contractor.
18. During the contract period, the scope of work for which job has awarded is increased/reduced, then the payment price shall be increased/reduced on pro-rata basis by the department & this decision shall be binding.
19. In Case the contractor fails to cope with the workload or doesn't render satisfactory services or dishonors the contract in any way, the contract awarded shall be liable for cancellation/termination summarily, without assigning any reasons thereof.
20. **Force Majeure:** In the event of any unforeseen circumstances directly interfering with the supply of various printing & binding items arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the successful bidder shall, within 7 working days, from the commencement thereof, notify the same in writing to the purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 90 days of commencement of such force majeure by giving 14 days " notice to the other party in writing. In case of such termination, no damages shall be claimed by either party against the other.
21. **Release of Performance Security:** Performance Security shall be released immediately after the successful completion of contract period. No interest will be paid by the Office on the Performance Security. Before the bank guarantee is released, the contractor needs to submit A "No Claim Certificate", as per the Annexure-C.



22. All Concerned are requested to read carefully and understand the terms and conditions of contract before sending their quotations. No violation of the aforesaid terms and conditions shall be permitted once this office accepts the quotations. In case of any clarification regarding the Tender Documents may ask in writing/By email(Office email id)/ Contact in office within one week after publishing of Tender Documents. DAG(Administration) Chamber, Office of the Accountant General(A&E), Bihar, Patna may be consulted for said purpose with valid Identity Proof. (If no one presents/writing/ email for said purpose, then this office thinks that no queries regarding this purpose.)
23. Bids will be completely analyzed and evaluated at each stage by committee which is recommended by Head of Department (H.O.D.)
24. Financial bids of only those bidders shall be opened who have been declared technically qualified by the Committee for further analysis or evaluation and ranking and selecting the successful bidder for placement of the contract.
25. Except above mentioned conditions rest all conditions applicable as per Service Level Agreement and Packages.
26. No increase in the agreed rates shall be entertained during the period of contract.
27. Rest of the term & conditions is applicable as per service level agreement and package.
28. **Jurisdiction:** Any dispute, arising out of this contract will be settled under the jurisdiction of Office of the Comptroller & Auditor General of India, New Delhi. The addressing authority will be Director General(Hqrs.). The decision taken by him/her shall be binding over both parties.
29. Selection/Evaluation procedure for Tender. The bidder will be qualified only if he fulfils eligibility criteria and submits all documents required/enquired in documents for technical bid are required from bidder. The financial offer should be further evaluated to find out lowest rate item wise. The lowest item wise responsive financial bid is acceptable for final selection. If the successful bidder fails to supply within the contracted period or fails to execute the contract, the contract can be awarded to L2 bidder subject to the condition that the L2 bidder matches the price of L1 bidder.


Sanjay Kumar, No.-IV
Sr. A.O
12/04/23


Ajay Kumar Sharma
Sr. A.O
12/04/23


Azhar Jamal
Director
12/4/23

ANNEXURE 'A'

SL.No.	Name of forms	Specification	Approved Current Rate	Total Requirement	Probable Expenditure
1	Agrasaran Patra (GIA section)	¼ Demy (11"x9") 70 GSM	1315/- per thousand	10000 form	13150/-
	Binding Charge		Rs.24/- per hundred pages		2400/-
2	Ganana Talika (30 column) (GIA)	¼ Demy (11"x9") 70 GSM	1315/- per thousand	2000 form	2630/-
	Binding Charge		Rs.24/- per hundred pages		480/-
3	Ganana Talika (15 column) (GIA)	¼ Demy (11"x9") 70 GSM	1315/- per thousand	2000 form	2630/-
	Binding Charge		Rs.24/- per hundred pages		480/-
4	Ganana Talika (20 column) (GIA)	¼ Demy (11"x9") 70 GSM	1315/- per thousand	1000 form	1315/-
	Binding Charge		Rs.24/- per hundred pages		240/-
5	Addition / deletion of family in CGHS	¼ Demy (11"x9") 70 GSM	1315/- per thousand	2000 form	2630/-
	Binding Charge		Rs.24/- per hundred pages		480/-
6	Form AA, Application for advance of TA on tour	¼ Demy (11"x9") 70 GSM	1315/- per thousand	1000 form	1315/-
	Binding Charge		Rs.24/- per hundred pages		240/-
7	Declaration certificate	¼ Demy (11"x9") 70 GSM	1315/- per thousand	2000 form	2630/-
	Binding Charge		Rs.24/- per hundred pages		480/-
8	Application for advance of TA on	¼ Demy (11"x9") 70	1315/- per thousand	5000 form	6575/-

	tour	GSM			
	Binding Charge		Rs.24/- per hundred pages		1200/-
9	Travelling Allowance Bill for transfer	½ demy (18"x11") 70 GSM	2545/- per thousand	1000 form	2545/-
	Binding Charge		Rs.24/- per hundred pages		240/-
10	TA Bill on tour	½ demy (18"x11") 70 GSM	2545/- per thousand	4000 form	10180/-
	Binding Charge		Rs.24/- per hundred pages		960/-
11	Calculation of Income tax	¼ Demy (11"x9") 70 GSM	1315/- per thousand	1000 form	1315/-
	Binding Charge		Rs.24/- per hundred pages		240/-
12	Leave Encashment form (AdmnII)	¼ Demy (11"x9") 70 GSM	1315/- per thousand	1000 form	1315/-
	Binding Charge		Rs.24/- per hundred pages		240/-
13	Children Eudcation Allowance Form	¼ Demy (11"x9") 70 GSM	1315/- per thousand	1000 form	1315/-
	Binding Charge		Rs.24/- per hundred pages		240/-
14	Bonafide certificate	¼ Demy (11"x9") 70 GSM	1315/- per thousand	1000 form	1315/-
	Binding Charge		Rs.24/- per hundred pages		240/-
Total					

Sl. No.	Items		Approved (in thousand)	Rate Rs./ sheet	Required to Print	Total (in Rs.)
15	PPO Book (3 to 6)	(8.5"x11.25") printing paper both side	Rs.1648/- thousand	per sheet both side (2 sheet both side in one form)	60,000 form	197760/-
16	Pension Revision	(8.5"x 11") Printing Paper	1,425/-	per	1,44,000	205200/-

	Form	(Single Side)	thousand		form	
17	Intimation Memo Form	(8.5"x 11") Printing Paper (Single Side)	1,425/- thousand	per	1,44,000 form	205200/-
18	LTA – NDC form	¼ Demy (8.5"x11") 70 GSM	Rs.1315/- thousand	per	3000 form	3945/-
	Binding Charge		Rs.24/- hundred pages	per		720/-
19	LTA – DC form	¼ Demy (8.5"x11") 70 GSM	Rs.1315/- thousand	per	1000 form	1315/-
	Binding Charge		Rs.24/- hundred pages	per		240/-
20	Gazetted Payslip	(8.5"x 11")Printing Paper (Both Side) Double Colour Printed 80 GSM	Rs. 3325/- thousand	per	10000 page	33250/-
21	LE for for GE wing	Sample attached	14751/- per 5000 form		10000 page	29502/-
22	DC Cell check slip	¼ Demy (11"x9") 70 GSM	1315/- thousand	per	1000 pages	Rs.1315/-
			Rs.24/- hundred pages	per		240/-
23	Form of Application for Leave	(8.5"x 11")Printing Paper (Both Side)	Rs.1645/- thousand	per	1000 form	1645/-
	Binding Charge		Rs.24/- hundred pages	per		240/-
24	Sanction form of Provident fund	¼ Demy (8.5"x11") 70 GSM	Rs.1315/- thousand	per	1000 form	1315/-
	Binding Charge		Rs.24/- hundred pages	per		240/-
25	LTC Certificate	(8.5"x 11")Printing Paper (Both Side)	Rs.1645/- thousand	per	2500 form	4113/-
			Rs.24/- per hundred pages			600/-
26	LTC Intimation form	¼ Demy (8.5"x11") 70 GSM	Rs.1315/- thousand	per	2500 form	3288/-
			Rs.24/- hundred pages	per		600/-
27	LTC bill form	(8.5"x 11")Printing Paper (Both Side)	Rs.1645/- thousand	per	2500 form	4113/-
			Rs.24/- hundred pages	per		600/-
28	Medical Reimbursement claim form	(8.5"x 11")Printing Paper (Both Side)	Rs.1645/- thousand	per	1000 form	1645/-
			Rs.24/- per hundred pages			240
29	APAR of different cadre		42000/- thousand	per	1000 pc	42000/-
30	D.O. letter (Hon'ble AG)	Head ¼ Demy (8.5"x11") 100 GSM, Excel Bound Double colour printing	Rs.3750/- thousand	per	As per requirement (estimate:	3750/-

31	D.O. letter Head (office)	-do-	Rs.3750/- thousand	per	1000 Pc As per requirement (estimate: 1000 Pc	3750/-
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32	Sectional Diary	(1/2 Demy, 11"x 18", 70 GSM Century	2545/- per thousand		65,000 forms/ 1300 Pcs.	165425/-
33	Binding		Rs.24/-per diary		1300 Diary	31200/-
34	Attendance Register	½ scape (17"x15") 80 GSM	Rs.2995 per thousand sheet		3000 sheet / 120 Register (one sheet contains two pages back to back)	8985/-
35	Binding (Hard Binding)		Rs.39/- per Register		120 Register	4680/-
36	Calendar of Return	1/4 Demy, (8.5"x11") 80 GSM	35500/- per thousand		100 pc	3550/-
37	Binding		Rs.24/- per pc		100 pc	2400/-
	Total cost					1022086/-